

**Webster Public Library
Board of Trustees Meeting Minutes
October 26, 2011**

In attendance: Peter Knapp, Roxanne Emler, Mary Alice Moore, Terri Bennett, Lisa Scibetta, Annemarie Santoro, Carol Cooper,
Guests: Valerie Eaton, Randy Nelson
Absent: Tony Hubbard

Peter Knapp, President called the meeting to order at 6:58pm.

September Board Meeting minutes were reviewed. Annemarie moved and Mary Alice seconded the motion to approve the minutes. Board voted to unanimously approve the minutes.

Friends of WPL Report: Valerie Eaton reported on the success of the Fall Sale which generated sales of \$8411.70. Also, Valerie attended a Friends Council Meeting and there is still much discussion about new and creative ways for the Friends earn more money to support the Library and Webster Community efforts.

Many thanks to the Friends for their continuous support of the Webster Public Library!

Director's Report: There was an open house on October 25 to showcase the foundation projects. Terri thanked everyone that was able to attend. Also, the new 'giving' brochure has been completed and was shared with the Trustees. The use of the community room was discussed again in terms of the guidelines for use and/or whether to charge for the use of the space. Discussion was tabled until the December/January timeframe.

Financial Report: September bills totaled \$22,163.16. Annemarie moved and Roxanne seconded the motion to approve the monthly bills. Board voted to unanimously to approve paying the bills. Fee revenues generated YTD 2011 was down .98% over same period last year. An additional installment of \$12,500 from Nozzolio Grant was received, increasing the remaining balance to \$13,111.33. As of September 1, 2011, special fund account had a balance of \$64,818.18. Great job Carol!

Report from Fundraising Committee: \$6,235 has been received so far from the 'neighbor' letter with donations ranging from \$5.00 up to \$200.00. Handwritten notes are being sent to all donors (232 so far...). After expenses, \$633 has been raised. Peter encouraged all Trustees and staff to donate as well. In November, the names of the donors will be run across the big screen display. A letter to editor will be submitted after elections thanking the community for its support. Also, list of donor names will be included in Annual Report.

Budget Update: A reduction of \$50,000 was identified and will be submitted to the Town Board.

New Business: The Board Retreat is scheduled for November 12, 2011. More information will be shared prior to the Retreat.

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At 7:40pm, Mary Alice moved and Roxanne seconded that the Board move to Executive Session to discuss personnel matters.

At 8:23pm, Annemarie moved and Carol seconded that the Board return to its public meeting.

Budget Update:

Annemarie moved and Lisa seconded a motion to reduce 2012 operating budget by \$37,158 per attached document. Board voted unanimously to approve motion.

Mary Alice moved and Annemarie seconded a motion to further reduce 2012 operating budget by \$13,000 as requested by Town Board by reducing hourly employee hours by 1 hour per week except custodial and pages. Board voted unanimously to approve motion.

Mary Alice moved and Roxanne seconded motion to adjourn. Board voted unanimously to adjourn the meeting.

Next Meeting: Wednesday November 9, 2011

**Respectfully submitted,
Lisa Scibetta**